



CALIFORNIA WING FINANCIAL MANAGEMENT PROCEDURE 2

1 November 2011

CREDIT CARD POLICY

Changes

Added Wing Commander as approval authority for travel. Changed credit card for Wing Commander from Col Kenneth Parris to Col Jon Stokes, and for CD Ops in California from Capt Robert Nield to Maj Jan Ostrat. Added paragraphs for CD card usage. Changed due date for submission of monthly CAWGF 5 to 23rd of each month. Added actions taken for late submission CAWGF5 or missing receipts. Added new section for Multi-Service Aviation Cards and various other changes and additions indicated by shading.

Credit Cards for Wing Staff

1. Wing Headquarters may authorize credit cards on a restricted basis to facilitate CD mission-related expenses and other operating expenses, especially at remote locations.
2. All credit cards will have pre-determined credit limits established by the Wing Commander.
3. All wing credit cards will be issued in the name of the cardholder and California Wing Charter, with a billing address of P.O. Box 7688, Van Nuys CA 91409-7688.
4. Lost or stolen cards must be reported immediately by the cardholder to the Director of Finance and to the Wing Commander.
5. Cards may be used for authorized purchases only, and each use will be supported by the receipt, invoice or purchase order detailing the purchase and the credit card charge slip if issued separately. Cards shall not be used for cash advances, meals, entertainment, hotels, car rentals or other personal expenditures, including personal proficiency flying. The exception to the use of credit cards for meals and hotels is when travel has been authorized in advance in writing by the Wing Commander or Wing Finance Committee. Copies of the Commander's approval or the approved Finance Committee minutes must be attached to support credit card charges related to the travel.
6. All credit card charges will be approved by the cardholder and also by a member of the Wing Finance Committee other than the card holder.

7. Cards are authorized for the following people for the purpose and limit stated:

Col Jon L. Stokes	Expenses associated with his official duties as Wing Commander.	\$5000
Capt Gary L. Cinnamon	Expenses associated with the administration of our corporate aircraft fleet.	\$1000

Supersedes CAWG OI 25, 1 Oct 10

Distribution: 1 Ea Unit

OPR: FM

Approved by CA-001/CC

Maj Jan S. Ostrat	Expenses associated with CD operations throughout California	\$15,000
Major James Hottois	Expenses associated with CD operations at Imperial CA base	\$22,000
Major Thomas G. Hoebink	Expenses associated with maintaining the Corporate vehicles and other official Logistics travel.	\$2000
Any CAWG Corporate Aircraft	(ExxonMobil Airworld Aviation) For purchase of aircraft petroleum products	\$10,000
Lt Col Marguerite Leveque	Staples card for purchase of office supplies	\$1000

Wing Credit Cards Used for Counterdrug Operations

8. The Sterling Bank credit card is to be used only for aviation and vehicle fuel, lodging, miscellaneous supplies to execute the mission and small repairs as needed to CAP vehicles at Imperial, CA. Use of this card for aircraft fuel is considered as backup to using the preferred Multi-Service Aviation Card described in Paragraph 25. The credit card will not be used for vehicle rentals. Copies of receipts for charges to Major James Hottois' CD card at Imperial are to be approved by Major Hottois or his designated representative and faxed to CAWG Headquarters, c/o the Director of Finance by Monday evening of each week. This action shall take place before the mission package is forwarded to the CD Administrative Officer for processing in WMIRS. It will also permit timely reconciliation of the Sterling Bank consolidated bill each month. Due to the volume of activity each month, preparation of CAWGF 5, *Credit Card Purchases*, is not required.

9. The Sterling Bank credit card assigned for CD missions elsewhere in California may also be used to purchase aircraft and vehicle fuel, lodging and miscellaneous supplies as required to support the mission. The card should be used for purchase of aircraft fuel only when the preferred Multi-Service Aviation Card can not be used. The card will not be used for vehicle rentals. Copies of receipts for any credit card usage will be forwarded to CAWG HQ every two days throughout extended missions, rather than being held until the mission is completed. Each receipt should be annotated with the PIC Name, mission number and sortie number. This action will permit timely reconciliation of the consolidated bill each cycle. Submission of CAWGF 5 is not required, except for miscellaneous charges and those not associated with a formal mission where a description is needed to properly categorize the charge in QuickBooks.

Other Wing Credit Cards

10. The cardholder will prepare CAWGF 5, *Credit Card Purchases*, showing each purchase made during the month. Provide sufficient description and/or the appropriate account number from the Chart of Accounts to permit proper entries to be made in QuickBooks. To synchronize the CAWGF 5 with the Sterling Bank statement, include all usage between the 19th of the prior month through the 18th of the current month. If no purchases were made during the reporting period, submit a CAWGF 5 stating that fact.

11. Attach legible copies of all detailed receipts and the associated credit card receipts if issued separately. It is the responsibility of the cardholder to secure any missing receipts.

12. Secure the approval and signature on the Form 5 of a member of the Wing Finance Committee. The preparer of the CAWGF 5 cannot approve his/her own expenditures. Send the documents to Wing Headquarters via scanned email attachment to FMA@cap.gov, or fax to 818-989-8108, so as to arrive by the 23rd of the month.

13. The cardholder will retain a complete set of the original paperwork.

14. CAWG/FM will reconcile each entry on CAWGF 5 to the Sterling Bank credit card statement. If a credit card statement reflects charges to a specific credit card wherein there is not any specific documentation on the submitted Form 5 with receipts, the cardholder will be notified by CAWG Finance. The cardholder will need to provide the missing documentation within 3 calendar days. CAWG FM will post the data to QuickBooks, and make necessary transfers of funds in the bank accounts.

15. The consolidated credit card statement and accompanying CAWFs 5 will be reviewed and approved electronically each month via Sertifi by the CAWG Finance Committee. The consolidated credit card statement includes charges from all sources within California Wing and its Groups and Units.

Credit Cards for Subordinate Units

16. With the conversion to the Wing Banker program, CAWG/FM has arranged with National HQ for CAP Corporate Business Visa credit cards to be issued to each subordinate unit commander on request. Use of the credit card is considered a privilege, and is extended at the option of the Wing Commander and the Wing Finance Committee.

17. The card is intended to provide a source of immediate access to the unit general account funds on deposit at Wing HQ. It is an alternative to the use of personal funds for routine miscellaneous point of sale purchases, followed by a reimbursement request.

18. Regardless of any credit card usage, the use of personal funds and reimbursement process may always be employed, up to the total amount on deposit in the unit general account. Reimbursement checks by Wing Banker are normally processed each Wednesday provided the approved paperwork and documentation is at Wing Headquarters prior to 6:00 PM on Tuesdays. Documentation can be sent by fax or E-Mail.

19. Each card is issued in the name of the unit commander and charter. Usage should be tightly controlled by the commander. Per CAPR 173-1, each unit finance committee will establish a credit card usage and approval policy to supplement these guidelines. A copy of the unit policy will be forwarded to CAWG/FM.

20. Monthly credit card statements will be mailed by Sterling Bank directly to CAWG HQ and be paid from unit funds on behalf of the cardholder by CAWG/FM. All other

account maintenance such as cancellations and requests for new cards will be coordinated by CAWG/FM through CAP NHQ/FM. Units should not directly contact Sterling bank.

21. The following usage guidelines will apply:

- a. The card is intended for routine official purchases such as office supplies, copier repairs and other operating costs of the unit where immediate payment is expected by the vendor.
- b. The card may NOT be used for cash advances or personal purchases **at any time**. It may not be used for mission or aircraft-related use of any type. The card may not be used for car rentals. Charges for meals and hotels are not approved unless travel has been authorized in advance in accordance with CAWG **Financial Management Procedure 3**, *Wing Travel Policy*. Even if approved for travel, care must be taken not to exceed the low credit limit of the card. Any violation will result in the card being recalled and deactivated. **The intent to reimburse is not justification to use the corporate card for personal purchases.**
- c. Each card is limited to the amount available in the unit account, or \$500 per month, whichever is less.
- d. Each purchase must be supported by a detailed receipt, purchase order, or invoice PLUS the credit card slip showing the card was used for the payment, if the card number does not show on the detailed document. A credit card slip showing only the total amount charged is not adequate documentation of the purchase, because it can not be categorized in QuickBooks.
- e. Each purchase must be approved by a member of the unit finance committee **other than** the card holder IAW CAPR 173-1.
- f. Lost or stolen cards must be reported immediately by the cardholder to the CAWG Director of Finance and to the Wing Commander.
- g. Change of command will require notifying the CAWG Director of Finance. The credit card for the outgoing commander will be cancelled. The new commander will need to request a new credit card if deemed appropriate. New commanders have not always wanted a credit card.

Reconciliation of Unit Credit Cards

22. Credit card usage will be reconciled to the consolidated Sterling Bank statement by CAWG/FM each month. Recognize that Sterling Bank submits one statement for the Wing **which includes** all subordinate units. Each unit may also receive a **memo** bill from the bank. This memo may be used during the unit's monthly reconciliation of the Wing Banker statement, but it plays no role in payment of the bill. DO NOT delay timely submission of monthly credit card charges pending receipt of the memo bill.

23. To synchronize credit card usage reporting with the bank statement, the billing period runs from the 19th day of the preceding month through the 18th day of the current month. **CAWGF 5, Credit Card Purchases**, and receipts may be submitted during the month as charges are incurred. **At the latest**, by the close of each billing period, the unit Finance Officer or Commander will:

a. Prepare CAWGF 5 showing each purchase made. Provide sufficient description and/or the appropriate account number from the Chart of Accounts to permit proper entries to be made in QuickBooks. If there was no credit card usage during the period, submit a blank CAWGF 5 annotated with that fact. This action may help trigger an investigation of potentially fraudulent charges appearing on the consolidated bill.

b. Obtain approval signature of one member of the unit finance committee **other than the cardholder.**

c. Attach legible copies of all detailed receipts, purchase orders or invoices plus copies of the credit card charge slip. Annotate each receipt with the charter number.

d. Forward to CAWG HQ, Attention FMA, **so as to arrive on or before the 23rd day of the current month.** The signed CAWGF 5, detailed receipts and credit card charge slips may be scanned and sent by email attachment to FMA@cawg.cap.gov, or copied and faxed to CAWG HQ at 818-989-8108.

e. Retain a complete set of original paperwork in the unit.

f. CAWG/FM will reconcile each entry on CAWGF 5 to the consolidated credit card statement. If the statement reflects charges to a credit card wherein there is not any specific documentation with receipts on the submitted Form 5, the cardholder will be notified by CAWG Finance. The cardholder will need to provide the missing documentation within 3 calendar days. Failure to provide the missing documentation by fax or email within the 3 calendar days will result in the **prompt** cancellation of the credit card.

g. CAWG FM will post the data to QuickBooks, and make necessary transfers of funds in the bank accounts.

24. Any CAWGF 5 received late from a unit or missing supporting documents creates an undue burden on the reconciliation process. It also increases the possibility of incurring significant late charges. It is the policy of California Wing that any late charge caused by such untimely submission of credit card usage documentation **will be prorated among the delinquent unit(s).** In addition the card(s) for these units will promptly be cancelled.

Aircraft Fuel Cards

NOTE: Implementation of the following procedure is being held pending resolution to FY12 funding of CAP. Lack of adequate funding will have an impact on the availability of paid staff required to process the weekly billing for the Multi-Service card.

25. California Wing has obtained from US Bank, a Multi-Service Aviation Card for each corporate aircraft. Use of the card is a privilege that eliminates the need for the pilot to pay for fuel out of pocket while participating in **funded** missions. It also eliminates the need to submit fuel receipts, **but it does NOT eliminate the requirement to Promptly**

submit CAPF 108, *Reimbursement for Individual CAP Member Expenses.*

NOTE: The Multi-Service Aviation Card is on a **weekly** billing cycle. Timely submission of CAPF108 is imperative to permit efficient reconciliation of the bill. Fuel receipts may be printed by the Finance office from the bank website on demand.

26. The Multi-Service Aviation Card will be carried in the Aircraft Information File in each corporate aircraft. The card will be used only for the aircraft to which it is assigned.

27. Lost or stolen cards must be reported immediately by the pilot to the CAWG Director of Finance and to the Wing Commander.

28. The cards are intended for purchasing fuel, oil and oxygen while participating in Air Force Approved and Funded (all "A") missions; and selected "B" and "C" missions funded by other agencies **with prior approval of the CAWG Commander. Any other use is not authorized.**

29. Before initial use of the card, each pilot will complete the CAWGF 7, *Multi-Service Aviation Card Statement of Understanding* to certify he/she understands the use of the card. The signed statement will be filed at the pilot's unit of assignment.

30. Upon purchasing fuel, the Pilot-in-Command (PIC) will annotate the fuel receipt with the Mission Number, Mission Symbol and PIC Name. He/she should also insure the receipt is clearly marked with the details of the purchase, i.e., date, tail number, quantity and cost. The PIC will use the annotated receipt to enter WMIRS sortie data and to prepare CAPF 108 or CAWGF 10 to report the card usage. The PIC will forward a copy of the CAPF 108 / CAWGF10 to CAWG HQ and retain the original CAPF 108 / CAWGF 10 and annotated fuel receipt on file at least until reimbursement is received. For additional information regarding CAPF 108 processing, please see Financial Management Procedure 4.

31. Failure to timely submit CAPF 108 / CAWGF 10 to report Multi-Service card usage, or other misuse of the card will result in disciplinary action.

- a. The PIC will be warned on the first offense. A demand for immediate reimbursement to California Wing will be issued for any unauthorized purchase.
- b. Failure to respond promptly, or in case of a second incident, the privilege to use any Multi-Service Aviation card will be rescinded.
- c. Additional incidents of unauthorized use may result in loss of pilot privileges or action under CAPR 35-3, *Membership Termination*.

Approved by Finance Committee: 3 Nov 2011